



U.S. Department of Justice Immigration and Naturalization Service 801 I Street, NW Suite 900 Washington, DC 20536

Vinnell Corporation **INS Project Office** 12900 Federal Systems Park Drive Mailstop: FP1 / 5133 Fairfax, VA 22033-4411

## ASC Communication FY:00-0013

DEC 1 D 1999

To:

To: **INS Regional Directors** 

> **INS District Directors** INS Officers in Charge INS ASC Managers

From: Kathy A. Redman

Acting Associate Commissioner

HQISD

Vinnell Regional Managers Vinnell Site Supervisors

From: Andrew Finlayson

Vinnell ASC Program

Manager

Subject: Fingerprint Processing of Military Personnel for Naturalization

Special fingerprinting procedures have been developed to ensure processing of applications for naturalization filed by certain military personnel. Under these procedures, the applicant for naturalization because of military service will be given an appointment notice by the Department of Defense. The appointment notice will contain a specific date and time to appear at a designated ASC or Colo, with photo identification and/or the person's Alien Registration Receipt Card. No advance notice is given to the ASC or Colo. A copy of the Department of Defense Referral Fingerprint Notification to be used for this purpose is attached.

When the person appears and presents his or her appointment notice, the ASC or Colo will take his or her fingerprints and forward them in the usual manner. Thus, the sole aspect of this process that is unusual is the ability of the applicant to appear for fingerprinting without advance notice to the ASC or Colo.

Kathy A. Redman

Acting Associate Commissioner Immigration Services Division Field Services Operations

Andrew Finlayson

Vinnell Program Manager

**INS Application Support Center** 

111 11,00,

Project

Attachment

| Fingerprint Notification  |               | •             | NOTICE DATE    |
|---|---------------|---------------|----------------|
| CASE TYPE N400 Application for Naturalization   |               |               | INS A#         |
| APPLICATION NUMBER Department of Defense Referral APPLICANT NAME AND MAILING ADDRESS  | RECEIVED DATE | PRIORFIY DATE | PAGE<br>[ of ] |
| APPLICANT NAME AND MALLING ADDRESS  | •             |               |                |
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|   |               |               | •              |
| To process your application, INS must take your fingerprints and bave them cleared by the FBI. PLEASE APPEAR AT THE BELOW APPLICATION SUPPORT CENTER AT THE DATE AND TIME SPECIFIED. If you are unable to do-so, complete the bottom of this notice and return the entire original notice to the address below. RESCHEDULING YOUR APPOINTMENT WILL DELAY YOUR APPLICATION. IF YOU FAIL TO APPEAR AS SPECIFIED BELOW OR REQUEST RESCHEDULING, YOUR APPLICATION WILL BE CONSIDERED ABANDONED.  APPLICATION SUPPORT CENTER |               |               |                |
| DATE AND TIME OF APPOINTMENT  |               |               |                |
| •<br>   |               |               |                |
| · · · · · · · · · · · · · · · · · · ·   |               |               |                |
|   |               |               |                |
| PLEASE DISREGARD THIS NOTICE IF:  1. YOU HAVE BEEN FINGERPRINTED WITHIN THE LAST 90 DAYS,  2. YOUR APPLICATION HAS ALREADY BEEN GRANTED, OR  3. YOU WERE UNDER 14 YEARS OF AGE OR OVER 79 (75 FOR NATURALIZATION APPLICANTS) AT THE TIME YOUR APPLICATION WAS FILED.  |               |               |                |
| WHEN YOU GO TO THE APPLICATION SUPPORT CENTER TO HAVE YOUR FINGERPRINTS TAKEN, YOU MUST BRING:  1. THIS APPOINTMENT NOTICE and  2. PHOTO IDENTIFICATION. Naturalization applicants must bring their Alien Registration card. All other applicants must bring a passport, driver's license, national ID, military ID, or State-issued photo ID. If you appear without proper identification, you will not be fingerprinted.  |               |               |                |
|   | WARN          | NG!           |                |
| Specific appointment time requests will not be guaranteed. Due to limited seating availability in our lobby areas, only persons who are necessary to assist with transportation or completing the fingerprint worksheet should accompany you.   |               |               |                |
| REQUEST FOR RESCHEDULING  |               |               |                |
| I am unable to appear because:  |               |               |                |
| Please reschedule my appointment for the next available:   Wednesday afternoon.   |               |               |                |
| INS cannot guarantee the day preferred, but will do so to the extent possible.  If you have any questions regarding this notice, please call 1-888-557-5398.  |               |               |                |
| APPLICATION NUMBER  |               | •             |                |
| Department of Defense Referral  |               |               |                |
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